

## **POSITION: INTERPRETER**

### **BASIC FUNCTION OF POSITION**

Interpret for the Chargé d’Affaires, Deputy Chief of Mission and others as needed for meetings, speeches, and other events. The primary duty will be to simultaneously interpret (both Burmese to English and English to Burmese) in real time. Interpretation will take place in meetings with senior government officials up to and including the President. A secondary duty will be to translate press articles, economic and commercial reports, announcements/statements, and other documents for Burmese into English and from English to Burmese, responding to taskings from the Executive Office and Political/Economic sections.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Interpret for the CDA, DCM, and others as needed for meetings, speeches, and other events. Responsible to simultaneously interpret (both Burmese to English and English to Burmese) in real time. Interpretation will take place in meetings with senior government officials up to and including the President (35%)
- Translate press articles, economic and commercial reports, announcements/statements, and other documents from Burmese into English and from English to Burmese, responding to taskings from the Executive Office, Public Affairs, and Political/Economic sections. (35%)
- Assist the Executive Office and Protocol Assistant in organizing representational events, including drafting and distributing invitations, soliciting RSVPs, etc. (10%)
- Assist the Executive Office and Protocol Assistant in arranging phone calls to Burmese government officials, other Embassies, etc. (10%)
- Fill in for the Protocol Assistant in her absence. (10%)